EMPLOYMENT

502 Help Wanted-Clerical Office

SECRETARY/OFFICE MANAGER
Dynamic W. Bloomfield Construction Company seeks energetic person with a minimum of two years experience as Office Manager and five years experience as Secretary. Duties include supervising clerical staff, handling special projects, office management, in addition to normal secretarial duties. Computer skills including MS Word 6.0 and Lotus 5.0 or equivalent is required. FAX resume including salary history to (810) 737-4819

SECRETARY / PAYROLL HUMAN RESOURCES
Great benefits, great opportunity, growing international manufacturer. Will process hourly payroll & handle all clerical administrative/secretarial responsibilities. Requires related experience in a professional, direct to earth demeanor. Competitive salary & benefits package. Congenial staff, convenient far west location off I 275. Please fax resume to
H.R., Box 1047
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY / RECEPTIONIST
Part time. Dearborn Hills Real Estate office requiring excellent phone skills, typing, computer knowledge a plus. 2 Sqm. Mon-Fri. Call Darlene Sherman-Cook at (313) 451-5400

SECRETARY/RECEPTIONIST
Full or part time position in Troy. Candidate must be well organized with the ability to work within deadlines. Experience with Word Perfect, Lotus 1-2-3, dictaphone machine and multi-line phone system. Good typing, 10-key, and phone manners a necessity. Non-smoker preferred. Call David at 810-649-3925

SECRETARY/RECEPTIONIST
Farmington Hills area. Experienced Sales & Service of office equipment looking for a full time Secretary/Receptionist. Good phone & people skills. Position will require light typing in a variety of formats, orders, route sales & service calls. Knowledge of Microsoft Word a plus. Computerized accounting skills also a plus. Send resume to Sales Manager, 31800 Northwestern Hwy., Suite 120, Farmington Hills, MI 48334

SECRETARY
Small business office needs a computer literate Microsoft Word experienced secretary. Qualified person must be flexible, opportunity for group involvement in a variety of computer applications & managing research activities. Send resume & salary requirements to
Planning Resources, Inc. 1035 S. Adams Rd., Birmingham, MI 48009

SECRETARY to work in your home. You must have Fax & Laser Printer. Excellent typing skills required. Call 810-737-2439

SECRETARY
Typing, light bookkeeping, delivery of documents. Microsoft Word Send resume and salary requirements to
Box #1095
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

Secretary/Word Processor
Full time, Farmington Hills area. Good office skills. Wordperfect 5.1, telephone answering. 401K and paid vacation. Call 810-851-8130

SECRETARY
$11.00/HOUR
Livonia Builder seeks WordPerfect, Lotus and Microsoft Word user for the temp to perm opportunity to start immediately in their Livonia office.
KIDS PICK-UP/M or (810) 355-2440

THE KPM GROUP
WIN A $300 SHOPPING SPREE

SECRETARY - 1 person office, for business in Livonia. Must know telephone, typing & computer skills. Non smoking. Livonia 313-464-4004

SERVICE COORDINATOR to schedule and monitor home care agency in Brighton. Excellent communication & clerical skills required. 810-229-5683
FAMILY NURSE CARE

SUMMER HELP
Farmington Hills printing company seeks dependable person for full time job as data processor. Must have good typing skills & knowledge of computers. Phone experience a plus. Position available thru Sept 1995. Fax resume to Mary Ann Sheehan 810-478-6620

TABLE ATTENDANT & Data Entry personnel. Part time, three weekends. Entertainment venue. Must be bondable & willing to have drug screen. Pay will be paid by cc. Call (313)584-4055 11am-7pm, or 7pm-9pm, Mon-Fri.

TELEPHONE INTERVIEWERS
Need energetic persons with clerical duties for days, full or part time no sales. Call Macomb/Grand Lk Rd. Pay per hr. to start. Call 810-478-7294

TEMPORARY POSITION, May thru Aug/Sept. Requires high School Diploma, computer skills, LOTUS 1-2-3-writing to train Numerical Data, detail oriented, 8:30-5:30 Mon-Fri. 2 positions. Great summer job for students or teachers. Call Ann Arbor Inc., contact Maureen Brady 810-442-6782 EOE

TRAFFIC CLERK
A permanent position with a company offering steady employment and growth. Business dealing a necessity, pleasant outgoing phone. Light to heavy medical type filing. Must know alphabetical order. Professional appearance, good attitude, good math skills, typing speed and telephone skills required. Medicare billing experience helpful but easy and beneficial. Send resume and salary requirements to:
Box 1046
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48151

WORD PROCESSORS
Now hiring experienced Word Perfect 5.1 and Lotus Phones & good office skills required. Call (313) 261-3600 for an appointment.
INTERIM PERSONNEL

504 Help Wanted-Dental

APPOINTMENT SECRETARY
Southfield Dentist seeks person looking for full-time, experienced individual. Send hand written cover letter & resume to: Mel Weisman, DDS, 29238 Northwestern Hwy., Ste 300, Southfield, 48034

ASSISTANT
Are you hard-working, team-oriented and organized? Are you experienced? Consider joining our team of professionals. We are an orthodontic practice in Farmington Hills. High dress code. No experience necessary, we will train if attitude is right. Call Cathy 810-851-3710

ASSISTANT
Portage dentist needs experienced person to join great family practice team. Full time. (810) 324-1188

ASSISTANT for Farmington Hills dental office. Experience necessary. Mon. - Thurs., with 3 Sat (14 day) per mo. Salary starts at $10 per hr. Communicate with experience. Paid Blue Cross, vacation & holidays. (810) 363-0845

CHAIRSIDE ASSISTANT
Part time for patient-oriented office. 10 blks S. Farmington Rd. We train. 810-477-8110

504 Help Wanted-Dental

ASSISTANT & HYGIENIST ARE YOU LOOKING?SO ARE WE.
Holistic dental practice that does amalg. TMJ, restorative, surgery perio, and chronic pain. NO WEEKENDS! Looking for full time assistant & hygienist. Experience is nice, but a good person interested in holistic care is a must. If you want to really help people be healthy call us at 313-462-4950

COMPUTER SUPPORT/TRAINING
Progressive dental software company looking for a hard working person to provide computer support. Is a fast-paced support position. Dental office background a must. Knowledge of DENTECH software a plus. Salary DOE. Benefits pkg. Motivated individuals can send cover letter & resume to: Marc Remington, SOFTECH INC.
31275 Northwestern Hwy., 140.
Farmington Hills, MI 48334

CROWN & BRIDGE LAB - Metal finisher, waxer, die trimmer. Minimum 3 years experience. Model appearance (810) 258-3535

DENTAL AIDE - Full-part time, will train. Job responsibilities to include sterilization of treatment room & instruments, stocking of rooms. Must be flexible. Southfield Call Maria

DENTAL ASSISTANT
2 openings for general dental offices with locations in Walled Lake & Farmington. Certification Flexible hours with benefits. Great staff
Call Alicia 810-669-3434
or Kathy 313-728-5600

DENTAL ASSISTANT
Friendly & flexible oriented Dearborn Hgts. dental specialty office is seeking a mature, dependable & enthusiastic chairside assistant who is experienced in 4 handed dentistry. Call Ann. 313-277-0510

DENTAL ASSISTANT
Progressive Livonia office. Will train 15-20 hours per week. Call Phyllis at 313-464-4490

DENTAL ASSISTANT - Assisting only. Experienced or will train. Farmington area by Downtown area. Call after 6pm only 313-421-7935

DENTAL ASSISTANT
Full time Farmington Hills Endodontic office. Willing to train the right team oriented person. 810-737-2151

DENTAL ASSISTANT - For pediatrical office. Part time. Must be experienced. Farmington Hills area. Call (810) 851-1034

DENTAL ASSISTANT
Part time for Northville office.
For further information please call Carole at (810) 349-4111

DENTAL ASSISTANT/Receptionist for modern office in Wayne & Joy Rd. No experience needed, will train. 810-419-9333 810-243-1798

DENTAL ASSISTANT
full time wanted for Tel Twelve area, contact Tanya (810) 347-7550

DENTAL ASSISTANT
Dedicated & Motivated Dental Assistant to join our team in Farmington Hills 4 days per week. Call Laura (810) 476-8330

DENTAL ASSISTANT
Part time position available in West Dearborn office. Must be experienced in dental exams and treatments. Call (313) 565-3131

DENTAL Assistant & Hygienist
Full-part time, experienced. Excellent salary. In friendly Livonia office. (313) 591-3636

DENTAL ASSISTANTS
Sinai Hospital is a growing, progressive healthcare facility poised for the future. We currently have full time opportunities available for experienced Dental Assistants.
The qualified individuals will assist the Dentist at chairside during diagnostic, restorative and surgical procedures. Successful candidates will also prepare equipment, instruments and materials, maintain records, prepare and instruct patients for dental exams and treatments, and perform related dental duties.
Candidates need at least 3 years experience, preferably in a hospital setting or oral surgery, periodontics, endodontics, orthodontics and pedodontics. Experience in Dental Radiology, knowledge of various dental instruments, and 12 months formal education at an accredited Institution of Dental Technology are required. Knowledge of CPR and Code Blue procedures necessary.
We will reward you with a highly competitive salary and an excellent benefit package. To apply please send your resume to EMPLOYMENT OFFICE - DA, Sinai Hospital, 6767 W. Outer Drive, Detroit MI 48235
Equal opportunity employer
SINAI HOSPITAL

DENTAL ASSISTANT - 32-35 hrs / week. Experience preferred but will train, specialist office. Looking for a people person. 810-625-0600

DENTAL ASSISTANT
Full time, 1 to 4 Livernois, Troy area. 810 280-0000, 655-0899

DENTAL ASSISTANT - Experienced for modern family practice. No evenings or Saturdays. Benefits, full time. Call (810) 351-9000

DENTAL ASSISTANT/Receptionist
Full time. Experienced or new. Troy - 810-643-7530

DENTAL ASSISTANT
experienced preferred. Part time to full time. Keego Harbor area. (810) 683-2323

DENTAL ASSISTANT
Busy practice in Royal Oak. 4 Days/wk., experience necessary. 8-5 Mo - Thurs. MARN (810) 547-0817

DENTAL ASSISTANT
Requested, full time for professional, progressive Western Office. Applicant must be a team player. Great working conditions & benefits. Call today, ask for Lynn. 810-751-2902

DENTAL ASSISTANT
Full or part time position available in our Southfield office. We are offering a pleasant working environment with excellent salary & benefits. Ideal individual must be pleasant, motivated & experienced. Call
DENTAL ASSISTANT
Full-time chairside position for experienced professional. Mon & Fri, 8 am only. Tues, Wed & Thurs, 8am-5pm. Salary open for the right individual. This is a friendly, progressive Bloomfield office, full of happy patients & upbeat health professionals. Call for you opportunity to join our fun team. 810-642-4455

DENTAL HYGIENIST
part time for Farmington/Southfield area. Please fax resume to 810-352-3091

DENTAL HYGIENIST
Full or part time Novi office. Must be reliable, dependable & experienced. Call for date. 248-476-8121

DENTAL HYGIENIST
Friendly, cheerful person needed part time for busy modern office in Canton. (313) 981-4040

DENTAL HYGIENIST
Needed part time for friendly Northville office. Hours negotiable. 810-349-3680

DENTAL HYGIENIST
Exciting mature individual, 2 days per wk. Good working conditions. Call (313) 937-2606

504 Help Wanted-Dental

DENTAL HYGIENIST seeking business minded professional. Competitive salary & bonus system for our royal person. Dr Jackson/Westland (313) 595-6266

DENTAL HYGIENIST
Friendly, Saturdays, experienced recall practice. Excellent wages & friendly environment. Call Pat.
810-968-2200

DENTAL HYGIENIST
Part-time position available in Dearborn or Livonia office. (313) 425-1810

DENTAL HYGIENIST - Troy general dental practice needs hygienist 28 hours a week, flexible schedule. Call Kathy 313-643-628 830 Applications accepted until May 12, 1995. Apply in person or writing to:
Personnel Department
City of Farmington Hills
31555 W. Eleven Mile Road
Farmington Hills, MI 48336
An Equal Opportunity Employer

DENTAL HYGIENIST
For busy family practice Wednesdays, 8 5pm. Call
313-432-3666

DENTAL HYGIENIST
General dentistry near Novi. Newly in Canton, Westland area. Part time, flexible hours Call Kathy
313-728-5600

DENTAL HYGIENIST
SATURDAYS ONLY
General dentistry Birmingham
(810) 645-5222

DENTAL LAB
Moving to Farmington Hills Potassian Technician with minimum 5 years experience & Model Technician with minimum 3 years experience. Excellent pay & benefits
(810) 476-2290

DENTAL OPENINGS
Seeking energetic team players for all positions - Hygiene/Dental Office Assistants, Hygienists, Front Desk, and Office Managers. Call Sandra at (313) 641-0103 to arrange an interview.

DENTAL RECEPTIONIST
Needed for progressive dental office in Livonia. Flexible hours. Experience preferred. Salary commensurate with experience.
(313) 525-1200

DENTAL RECEPTIONIST
Experienced happy people person for computerized modern Novi office 4 5 days. Willing to assist in a perio practice
810 348 3151

DENTAL RECEPTIONIST - Full time, experienced person for friendly Troy office. Knowledge of insurance billing helpful. Call Cindy 313-641-9818

DENTAL RECEPTIONIST - with billing experience 27-30 hrs/wk. Good pay. New office. (810) 360 2900
Pager 810-970-1999

DENTAL RECEPTIONIST
Warm, caring person with great people skills. Dental exp. helpful but computer skills a plus. Mon-Fri 8am-5pm. Call Marie 810-252-7722

DENTAL RECEPTIONIST
Pediatric dentistry in Dearborn. Excellent salary & benefits. Please call
(313) 565-3131

DENTAL RECEPTIONIST
Upbeat, energetic Dearborn Heights office. Dental exp. helpful but only friendly Farmington Hills office (810) 653-4660

DENTAL RECEPTIONIST
Good DENTAL phone skills required. Will train. 24+ hours. Call Rochester Hills 810 852-9300

DENTAL RECEPTIONIST
Experienced happy people person for computerized modern Novi office 4-5 days. Willing to assist in a perio practice 810 348 5151

DENTAL RECEPTIONIST
a dental team working for a person interested in a full time position. Call Jan or Ed 313 595-7033

DENTAL RECEPTIONIST
Modern Troy office. Full or part time. Contact Pleasant Dental Ceramics Southfield area. (810) 557-0520

DENTAL TECHNICIAN for small lab in Canton to do model work finishing on porcelain Place work weekends only (313) 844-1838

HYGIENIST - Quality Novi office looking for enthusiastic person with outgoing friendly personality & exceptional skills. Full or part time. Call (810) 347-5353

HYGIENIST required full time, for professional, progressive Warren office. Applicants must be a team player. Great working conditions & benefits. Call us today!
810-751-2902

HYGIENIST WANTED
Mon & Wed, 8am-7pm or possible 7pm-7pm. For Dr Kaye's office in Farmington Hills 810-851-6020

IMMEDIATE OPENING for full or part time Dearborn office. Weekdays only. No Saturdays or evenings. Competitive salary & Royal benefits Call 313-522-7313

MANAGER NEEDED
For fast paced dental office in Livonia. Must have management skills and dental computer experience. Excellent salary and benefits Call Marilyn Mon-Thurs at 313-427-2222

MANAGER NEEDED
For busy dental office in Livonia. Must have management skills and dental computer experience. Excellent salary and benefits Call Marilyn Mon-Thurs at 313-422-0181

ORTHODONTIST ASSISTANT
Full or part time position available in our Southfield office. We are offering a pleasant working environment with excellent salary & benefits. Ideal individual must be pleasant, motivated & experienced. Call
DENTAL ASSISTANT
Full time chairside position for experienced professional. Mon & Fri, 8 am only. Tues, Wed & Thurs, 8am-5pm. Salary open for the right individual. This is a friendly, progressive Bloomfield office, full of happy patients & upbeat health professionals. Call for you opportunity to join our fun team. 810-642-4455

DENTAL HYGIENIST
Join us & work in a great office. Full time, experience necessary. Livonia
313-425-5200

Royal Oak Dental Office looking for an experienced, energetic & self-directed, full-time, front desk Receptionist. Benefits include: Medical, dental & a great working atmosphere. Come join our team. Call 810-543-7070

SCHEDULING COORDINATOR
Immediate opening for energetic, mature & self-motivated individual to maintain our chart basis. Must have excellent phone & communication skills. Dental knowledge & Computer skills helpful. Approximately 25 hrs/week consisting of morning & evenings, no weekends. Plymouth/Canton area.
(313) 453-8300

504 Help Wanted-Medical

SECRETARY
City of Farmington Hills
Accounting Department is seeking of SECRETARY in the Department of Public Services/DPW 23 hours. Responsibilities include secretarial and administrative support functions such as coordination of clerical staff, typing, word processing, maintenance of division personnel records, process service requests and radio communications. Required: High school graduate or equivalent (60 words per minute typing test, 200 wpm using WordPerfect 5.1), and reasonable progressively responsible office/clerical experience, shorthand and knowledge of Lotus desirable. Hours 7:30 AM to 3 PM Mon-Fri. Call 313-443-628 830 Applications accepted until May 12, 1995. Apply in person or writing to:
Personnel Department
City of Farmington Hills
31555 W. Eleven Mile Road
Farmington Hills, MI 48336
An Equal Opportunity Employer

506 Help Wanted-Medical

ALLEN HOME HEALTH CARE AND HOSPICE
Over time, Part time, Medical Social Work.
Due to our recent purchase by H.C.R. we have an immediate need for professional staff. Full time with benefits. Part time and casual positions. Top pay and flexible schedule. Send resume or apply in person
26300 Telegraph Rd. Ste 101
Southfield MI 48034
Equal Opportunity Employer

ALLEN HOME HEALTH CARE AND HOSPICE
RN/LPN
We have immediate opportunities for staff loaded, flexible, and professional growth. Full time, benefits and part time positions. Community based experience preferred, but not necessary.
Work/Caritas
excellent
attitude
Study Skills
Send resume or apply in person
26300 Telegraph Rd. Ste 101
Southfield MI 48034
Equal Opportunity Employer

ARE YOU a certified nursing assistant with over one year of for computerized modern Novi office 4 5 days Willing to assist in a perio practice 810 348 3151

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Full or part time position available in our Southfield office. We are offering a pleasant working environment with excellent salary & benefits. Ideal individual must be pleasant, motivated & experienced. Call
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Busy practice in Royal Oak. 4 Days/wk., experience necessary. 8-5 Mo - Thurs. MARN (810) 547-0817

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DENTAL HYGIENIST
Join us & work in a great office. Full time, experience necessary. Livonia
313-425-5200

Royal Oak Dental Office looking for an experienced, energetic & self-directed, full-time, front desk Receptionist. Benefits include: Medical, dental & a great working atmosphere. Come join our team. Call 810-543-7070

SCHEDULING COORDINATOR
Immediate opening for energetic, mature & self-motivated individual to maintain our chart basis. Must have excellent phone & communication skills. Dental knowledge & Computer skills helpful. Approximately 25 hrs/week consisting of morning & evenings, no weekends. Plymouth/Canton area.
(313) 453-8300

506 Help Wanted-Medical

DIRECTOR OF NURSING
Applications being accepted for 134 bed guild nursing home. Attractive salary & benefits. Please submit resume & salary requirements to:
Administrator, Northwest Nursing Care Center, 18181 Hubbell St. "eoe"

EARN $9-$12/HOUR
handling inbound calls from our customers purchasing wallpaper, borders and decor. Sales and some computer experience required.
• 9 Flexible Part Time Schedules
• $8.00 Base plus Commission. Our average representative earns $9-$12 an hour
• Paid Training + $8 an hour.
• Employee Discount
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CALL TODAY
FOR AN APPOINTMENT!
(810) 489-0555
AMERICAN BLIND AND WALLPAPER & CARPET
29278 Orchard Lake Road
(between 9 & 10 Mile)
Farmington Hills
Equal Opportunity Employer

ECHOCARDIOGRAM TECHNICIAN needed for busy Southfield office. Experience with Echo strongly preferred, carotid doppliers a must. Please call Ann Marie at (810) 358-0011

ENTRY LEVEL POSITION for Pediatric Neurology office in Southfield. Full time. Will train. Must be reliable & have a desire to work with children. Call (810) 354-0967

Evoked Potential Tech
Position available for technician experienced in USEP, BAER, VER, ECG & 24 Hr. Holter EEG. Non-smoking office, references required. Call Mon-Fri 9-5. (313) 525-5744

HIGH SCHOOL OR COLLEGE STUDENTS
If you are interested in a health care career or are simply interested in working in a fast paced Nutrition come to Woodward Hills & talk to us about a job opportunity as a "Resident Assistant".
Woodward Hills Nursing Center
1313 N. Woodward Ave
(Bloomfield Hills, MI
810-644-6020
(Attack of William Beaumont Hospital)

HOME HEALTH AIDES
HOUSEKEEPERS
CHILD CARE ASSISTANTS
2, 3, 4 days per week. Mornings, morning, noon or night. VNA Private Care Contact Kathy, 810-683-1770

• HOME HEALTH AIDES
For private home care agency in Livonia. Contingent, part-time & full-time positions. Immediate openings in Livonia, Wayne & Oakland counties. Mileage reimbursement. Benefit package for full time. Applications taken/interviews held
• CANTON LOCATION
(Every Friday Morning)
• LIVONIA LOCATION
(Mon. - Fri., 8am-3pm)
To apply call
313-422-9250
United Home Care Services

IMMEDIATE OPENING
Motivated individual needed for 40 hrs/wk (8am-6pm) shift at Farmington Hills chiropractic office. 2 days per week (Saturday required), willing to train the right person. Job duties filing, phone, light bookkeeping. Proficiency of multiple tasks a must. 401K & Bonus available. Fax resume to (810) 647-3522

INTAKE LPN
Busy Medicare certified home health agency seeks INTAKE certified LPN with home care experience and organization skills. Full time or part time position with flexible hours. Requires ability to efficiently manage multiple tasks.
Submit resume to
United Home Care Services
2200 Canton Center Rd., Ste. 250
Canton MI 48188
FAX 313-981-6825

INTAKE SPECIALISTS
Suburban-based HMO seeks intake specialists responsible for the receipt and processing of requests for prior authorization of outpatient procedures and of surgeries, inpatient admissions and referrals.
Requirements include two years of college credits in business, social sciences or related disciplines including a college level medical terminology course. Part time knowledge of ICD 9 and HCPCS coding required. Two years of experience in health care and/or health insurance setting required.
Please respond in confidence to: Staffing Services, Dept. JH, P.O. Box 5043, Southfield, MI 48086-5043
An Equal Opportunity Employer

LPN for Alterity Practice Livonia & Farmington Hills locations. Approximately 20 hours per week. Training provided Call (810-851-0657

LPN
Part time position for busy family practice in Canton. Hours are Livonia. Approx. 25 hrs/wk. Contact Marilyn 313-261-3891

LPN's - NA's
Part time, full time, Home Care in Commerce area. Young, active clientele. Excellent caregivers. Call Debi at: (810) 357-7085

MATURE MEDICAL ASSISTANT - Experienced in EKG, vene puncture, phlebotomy & surgery. Part time for established family practice. (810) 557-3281

MEDICAL ASSISTANT
Part-time. Great working environment Call Lisa 810-380-6300

MEDICAL ASSISTANT
Full time 5 positions, Internal medicine practice. 2 years experience required. Fax resume to Mary Ann Bell 810 851-6125 or 810 360-0896

MEDICAL ASSISTANT - part time Pediatric Neurology office in Novi. Some evening & Saturday. All hours. Experience preferred
(810) 626-8315

MEDICAL ASSISTANT
Full & part time, great opportunity for a motivated individual. Must have min. 4 yrs. experience with good clinical skills. Excellent benefits. Please send resume to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

MEDICAL ASSISTANT
Part time position for busy family practice. Send hand written cover letter and resume to: Ann Hem, MD, 264 W. Maple Rd., Ste 202, Troy MI 48084

MEDICAL BILLER
busy neurology office in Southfield seeking an experienced, self motivated individual to join our team. Responsibilities include processing medical billing & receptionist duties. Full time, with benefits. Send resume to Amy Thomas, 22250 Providence Dr., #602, Southfield, MI 48075

MEDICAL BILLER/CASHIER
Full time, 5 yrs experience in all insurances for multi-specialty clinic. Must have good typing & computer skills. Good starting wages & benefits. Send resume to
MEDICAL ADMINISTRATOR
505 Schaefer
Dearborn, MI 48126
All Replies Confidential

MEDICAL BILLER - experienced. SDM program. Prefer 5+ years experience. Farmington Hills area. Contact Bobbi 11am-2pm daily. 313-477-0700 ext. 102

MEDICAL BILLER
Experienced. For busy non-smoking office in Livonia. Call Janet 810-349-7337 ext. 27

MEDICAL BILLER - Experienced, SDM preferable, full-part time. Southfield area. Call Bobbi 11am-2pm 313-357-0700 Ext. 102

MEDICAL BILLER full time, experienced only. High volume doctor office in Dearborn. Strong skills in Word, Lotus, billing, and statistics. Computer knowledge. Excellent salary, profit sharing. Resumes only to Box 1063
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL BILLERS
Immediately needed. MDS, MRA and Rollins experienced billers. Call Bobbi 313-357-0700 ext. 102

★ EARN EXTRA $$$
Light duty to schedule an interview. Temporo-Medical.
810-557-1700

MEDICAL BILLER
with at least 2 yrs. experience. Full time position available. Monroe County area. Call Janet 810-241-0056

MEDICAL OFFICE
Office Manager for small Psychiatrist office. Full or part-time. Financial skills, computer literate, billing experience. Light bookkeeping (810) 559-2673

MEDICAL RECEPTIONISTS
Full Time/Part Time Contingent
A busy week-to-week Medicare needs team players to grow with our expanding business. Experienced, caring professionals in Mon-Fri.
Contact Lori (810) 288-9500
Or send resume to:
Office Manager, 5137 Coolidge Hwy., Royal Oak, MI 48073

MEDICAL RECEPTIONIST
Busy cardiology group in Southfield seeks motivated individual. Call (810) 552-9658

MEDICAL RECEPTIONIST/Biller
OB-GYN office. Non. Experience required. Full time. Call Janet. Fax (810) 347-6100

MEDICAL RECEPTIONIST
Experienced. For busy Southfield gastrology practice. Call Laura Thurna at 810-827-4780

MEDICAL RECEPTIONIST
1 to 3 p.m. Southfield family practice. Call Laura Thurna at 810-827-4780

MEDICAL RECEPTIONIST
Full-time for busy Orthaimologist office in Southfield. Computer a plus. Resume to Office Manager, 29027 8 Mile, Livonia, MI 48152

MEDICAL RECEPTIONIST
Opthalmology practice in Southfield. Experience preferred Royal Oak/Novi area 810-446-1957

MEDICAL RECRUITER
Unlimited Medical Opportunities, looking for new career direction. We have positions in Medical Receptionists, Billers, Assistants & Receptionists. Responsibilities include: Scheduling patients, memorizing & phone communications. Private office, salary, benefits. Contact Mary 810-557-1170 Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL SCHEDULER
Excellent Pay
Growth position available to help staff cases for private duty home care agency. Candidate must be dependable, motivated and have ability to relate well with people. Competitive wages and benefits. Experience not necessary. We will train!! Call Shelley for an appointment.
810-298-2270

MEDICAL Secretary / Receptionist for private Internal Medicine practice is seeking a full time, mature professional. Priority will be given to candidates experienced with medical transcription, WordPerfect and medical terminology. To inquire confidentially may call 810-478-8400

MEDICAL TRANSCRIPTIONIST
Experienced for team-based radiology office. Full or part time.
Call Diane 810-932-8104
Fax 810-932-8106

NURSE AIDES
Home Care/Hospice, full time, part time, all shifts. Southfield, Birmingham, Farmington.
HEALTH CARE PROFESSIONALS
(810) 357-7080

506 Help Wanted-Medical

MEDICAL TRANSCRIPTIONIST
Full/part time position available in a busy medical clinic. Medical terminology necessary w/min. 5 yrs. experience. Please forward resume to:
Medical Administrator
5050 Schaefer, MI 48126

AFTERNOON NURSE SUPERVISOR
Middlebelt Nursing Care Center is accepting applications for a 3:00 PM -11PM Nurse Supervisor. Has competitive wage rate depending on experience. Please apply in person to: 14900 Middlebelt Road, Livonia, MI 48154 (Between 5 Mile Road & Schoolcraft)
(313) 425-4200
EOE

NURSE AIDES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of days & hours. Call between 10am-3pm. Monday thru Friday.
NURSING UNLIMITED
810-540-2360

NURSING SUPERVISOR
Do you enjoy working with fast paced and rewarding environment? Then join Visiting Care, a division of Huron Valley Visiting Nurses and an affiliate of The University of Michigan Medical Center. We are seeking a highly motivated professional to join our clinical management team. Responsibilities will include supervision and quality assurance management, quality assurance, staff education, and case management. Interested candidates should possess the following qualifications: Michigan RN License, current clinical experience, excellent interpersonal and customer service skills, knowledge of home care experience and high tech skills preferred. Submit resume and salary requirements to:
Human Resources ATTN Personnel, 2850 S. Industrial, Suite 750, Ann Arbor, MI 48104 or Fax to 313-677-0123
Deadline May 5, 1995

OCCUPATIONAL THERAPISTS
PHYSICAL THERAPISTS
SPEECH THERAPISTS
& MSW'S
Experienced part time home care visits Excellent pay & benefits
Call your recruiter (810)22-5663
FAMILY NURSE CARE

OFFICE MANAGER
for Ophthalmology practice. Previous medical office management preferred. Send resume & references to Box 1064
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OPHTHALMIC TECH
Experienced, full time Ophthalmology practice. Farmington-NW Detroit. Send resume to: Human Resources 14400 W. Nickhoda Detroit, MI 48235

OPHTHALMOLOGY
Glaucoma Center of Michigan
Full time position. Experienced Ophthalmic Technician. Many fringe benefits. Call Sandra
(810) 356-0066

Opthalmology Office Garden City area. Part to full-time for Monday Varied duties. Experience preferred. Send resume to 6231 Inkster, Ste #304, Garden City, MI 48135

OPTICAL DISPENSER
Experienced. Plymouth area
Call 313-453-8400

PARAMEDICS WANTED
for M.I.C.U. State licensed, A.C.L.S. certified. Excellent starting salary & benefits. Contact Marie 810-478-7400 Mon-Fri, 8am-4pm 313-928-0006

PAYROLL ANALYST
National Health Care Company based in Southfield has an immediate opening for a full time Payroll Analyst. The selected candidate must be self organized and detail oriented with two years of payroll processing experience including processing of payroll taxes, garnishments and interfacing with an in-house PC based on-line system. Candidate must have a good understanding of Federal, State, and local payroll laws. Applicant must be able to work flexible hours. Lotus and Am-Pro software user experience a plus.
Please send resumes and salary requirements to
Payroll Manager
P.O. Box 7000-7001
Latrup Village, MI 48076
An Equal Opportunity Employer

PHARAMICIST
Metro Medical Group is a division of Health Alliance Plan has an immediate opening available at our Livonia Center for an on-call pharmacist (8 hours per week). Pharmacist must possess a State Pharmacy License, Pharmacy Technician Substance License. Interested applicants please send resume to the Human Resources Dept at:
METRO MEDICAL GROUP
7800 TUSCOLA
DETROIT, MI 48208
An Equal Opportunity Employer

PHYSICAL THERAPIST
Sinai Community Hospital, a member of Mission Health, formerly Catherine McAuley Health System, has a full time position available for a physical therapist. Majority of the caseload is orthopedic and includes a wide variety of diagnoses and treatments. This position offers an opportunity to work with an interdisciplinary team, access to acute clinical expertise in an area of specialty, and flexible time management skills. The successful candidate will have orthopedic experience and be ready to join a dynamic treatment team. Sinai Hospital is located near Detroit and is distance to Ann Arbor, Toledo and the Lake Erie Shore. Competitive salary and benefits package. Licensed, interested candidates please forward resume, cover letter, or send a resume to:
Sinai Community Hospital
Physical Therapy Dept.
420 W. Huron
Sebewaing, MI 48759
313-883-2222
An Equal Opportunity Employer

Physical Therapist
Independent orthopedic PT practice is seeking an aggressive, dynamic PT interested in pursuing an ortho career in a fast paced, hands on, team oriented setting. Caseload is exclusively orthopedic with clinical education opportunities with experienced PT educators and on-site continuing ed programs by outside experts in orthopedic PT. Our facility serves as a clinical education site for physical therapy students and has established a residency program for OMPT in conjunction with Oakland University. We are interested in both recent grads and experienced PTs dedicated to providing quality outpatient care. Contact Jim Traxler or Rick Grievson at 810-647-7316, or send resume to:
Physical Therapy
Southfield, P.C.
22828 Greenfield Road
Suite 200
Southfield, MI 48075

506 Help Wanted-Medical

PHYSICIAN'S ASSISTANT needed part-time for Garden City office. Send Resume to 29321 Ford Rd., Garden City, MI 48135 Dr Cell (313) 261-0639. Ask for Pam

PODIATRIC ASSISTANT
Needed in Redford area. Approx. 20 hrs/week. Podiatric Surgery Experience preferred, but will train right person. Rate of pay based on experience. 313 537-0008

QUALITY ASSURANCE MANAGER
Dynamic, take-charge individual needed for medical record review in growth-oriented JCAHO accredited home care agency. Knowledgeable in nursing documentation for certified agencies. Previous quality assurance experience in the home care field preferred. Excellent pay & benefits package.
810-229-0300
FAMILY NURSE CARE

RECEPTIONIST/BILLER, for allergy practice. Farmington Hills & Livonia location. 20-25 hours/week. MUS experience preferred 810-851-6657

RECEPTIONIST
For busy Dermatology practice in NE/Troy
Call 810-258-8219

RECEPTIONIST/MEDICAL BILLER
Part time in busy Dermatology practice. Send hand written cover letter and resume to: Ann Hem, MD, 264 W. Maple Rd., Ste 202, Troy MI 48084

RECEPTIONIST
Part time. Will need to travel to Rochester, Waterford & Sterling Hgts. for busy Urology practice
810-651-4400

REGISTERED NURSES
Full & part time positions, variety of shifts available in a growing ambulatory healthcare center. Interested candidates please send resume to
Medical Associates
5050 Schaefer
Dearborn, MI 48126
All Replies Confidential

REGISTERED NURSES
Staff Nurse positions available at Oakland Medical Center of HCA!
EMERGENCY - Every other weekend, midnights. ER or critical care experience preferred.
OUTPATIENT - Scheduling & producing experience required.
Apply 8am-12noon, Mon-Thurs., or call 810-380-4148

PROVIDENCE
Hospital & Medical